



## Volunteer Job Description

Title	<b>Records Officer</b>
Responsible to	Director of Development The Board of Directors and the Members of Archery NI
Time commitment	Around 2 hrs per month.
Remuneration	None though reasonable expenses are paid
Base	Home

### Introduction

Archery NI is led by a Board of Management of the Company limited by guarantee.

### Working Context

Archery NI is the volunteer led regional body of Archery GB for Northern Ireland and is self-governing. It exists to provide services to its members in Northern Ireland, working closely with Archery GB to fulfil the objectives of Archery GB's strategic plan.

### Records Officer(s)

#### Essentials:

- Basic record-keeping skills.
- Sufficient computer literacy and numeracy to understand, manipulate and create Excel spreadsheets and reports.
- Integrity to maintain high standards of accuracy and traceability and to ensure no breach of confidentiality.
- Ability to thoroughly interrogate claims for records, to ensure validity, whilst maintaining polite and courteous communication with claimant and TO.

#### Nice to have:

- Willingness to maintain all NI records (Target and Field, Senior and Junior etc.). Otherwise job may be split into two Officers.

### Requirements

Membership of Archery NI and AGB.  
Existing broadband connection and computer.  
Competency with email and communications.  
Self-motivated and organized.  
Interested in driving forward Archery NI activities.

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